



Foreign Affairs Manual

5 FAM –Information Management

Change Transmittal: IM-107

Date: June 9, 2009

5 FAM 210 PREPARING OFFICIAL CORRESPONDENCE

5 FAM 410 RECORDS AND INFORMATION LIFE CYCLE MANAGEMENT PROGRAM

5 FAM 420 CREATING RECORDS

5 FAM 490 USE OF COPYRIGHTED MATERIAL

5 FAM 610 DEVELOPING AND MANAGING INFORMATION TECHNOLOGY (IT) SYSTEMS

5 FAM 620 PROJECT MANAGEMENT

5 FAM 770 FEDERAL WEBSITES

5 FAM 1310 PUBLICATION AND GRAPHICS POLICY AND PROGRAMS

5 FAM 1320 DEPARTMENT COPIERS (DOMESTIC)

5 FAM 1420 RALPH J. BUNCHE LIBRARY PUBLICATIONS

5 FAM 1430 RALPH J. BUNCHE LIBRARY REFERENCE AND ACCESS SERVICES

CHANGES

1. This CT updates the office symbol A/ISS to A/GIS in the following subchapters: 210, 410, 420, 490, 610, 620, 770, 1310, 1320, 1420, and 1430.
2. Changes appear in *italics* or *dark magenta*.
3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and discard the old subchapter (shown in table below) and insert the new subchapter (CT:IM-106; 06-09-2009). Page numbers do not change.

Old CT

New CT

5 FAM 1310	(CT:IM-87; 05-07-2007)	(CT:IM-106; 06-09-2009)
5 FAM 410	(CT:IM-102; 01-15-2009)	(CT:IM-106; 06-09-2009)
5 FAM 1320	(CT:IM-93; 10-22-2007)	(CT:IM-106; 06-09-2009)
5 FAM 770	(CT:IM-92; 08-01-2007)	(CT:IM-106; 06-09-2009)
5 FAM 620	(CT:IM-92; 08-01-2007)	(CT:IM-106; 06-09-2009)
5 FAM 610	(CT:IM-95; 02-13-2008)	(CT:IM-106; 06-09-2009)
5 FAM 490	(CT:IM-83; 03-07-2007)	(CT:IM-106; 06-09-2009)
5 FAM 420	(CT:IM-83; 03-07-2007)	(CT:IM-106; 06-09-2009)
5 FAM 1430	(CT:IM-83; 03-07-2007)	(CT:IM-106; 06-09-2009)
5 FAM 1420	(CT:IM-83; 03-07-2007)	(CT:IM-106; 06-09-2009)
5 FAM 210	(CT:IM-92; 08-01-2007)	(CT:IM-106; 06-09-2009)

2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-107, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BPC/PRG)